



# Student Guide 2025

# We're here for you

Need help? CHC has a range of services to help you succeed on your student journey.

Make the Student Services Team your first point of contact at CHC for your academic and study needs, health and wellbeing needs, and pastoral care needs. You can find us in the Library+ building Monday to Friday, 8:30am-5:00pm or you can contact us via email [studentservices@chc.edu.au](mailto:studentservices@chc.edu.au) or phone **07 3347 7900 - option 3**.

## Academic Support

Need help with academic writing, referencing, time management or research skills? Academic Support sessions are free for students and can be conducted face to face or online. For more information regarding 'Academic Support' or to make a booking, scan the QR code or email [academicsupport@chc.edu.au](mailto:academicsupport@chc.edu.au)



## Disability and Accessibility Support

Disability Support is available to any student with a disability, short-term or long-term injury, illness, or health condition. For more information regarding how CHC can assist you, email: [disabilitysupport@chc.edu.au](mailto:disabilitysupport@chc.edu.au)



## Wellbeing and Counselling

The CHC Counselling and Support Centre is a safe space where you'll be valued and supported to explore any concerns or life issues that are impacting your wellbeing or preventing you from achieving your goals. Access to the Counselling Centre is free of charge for students. To book an appointment, email [counselling@chc.edu.au](mailto:counselling@chc.edu.au) or drop into the Centre located at C block.

## Administration Services

The Student Administration team is located in E block. Admin staff will assist you with enquiries about your enrolments, fees, visas, payments, unit selection, and much more.

## School Administration Officers (AOs)

The first point of contact when you need information relating to your study requirements, or appointments relating to your course. Depending on your school, Contact:

Business  
[business@chc.edu.au](mailto:business@chc.edu.au)

Education  
[education@chc.edu.au](mailto:education@chc.edu.au)

Ministries  
[ministries@chc.edu.au](mailto:ministries@chc.edu.au)

Social Sciences  
[socsci@chc.edu.au](mailto:socsci@chc.edu.au)

## First Nations Students

CHC is committed to providing a supportive learning environment for all First Nations students to achieve academic success. You can book a meeting with CHC's first Nations Coach, Rex Rigby by email: [studentservices@chc.edu.au](mailto:studentservices@chc.edu.au)

## Student Advocacy

Student Advocacy is a free service to assist students in understanding the intent of CHC's academic grievances, policies and processes. For more information regarding Advocacy, email: [studentadvocacy@chc.edu.au](mailto:studentadvocacy@chc.edu.au)

## International Students

We understand that living and studying away from your home country can be challenging. CHC offers dedicated support for international students to help you with information about your studies, settling into Brisbane, academic progress and support, fees and finances, and much more. You can reach our support team: [studentservices@chc.edu.au](mailto:studentservices@chc.edu.au) or **07 3347 7900 - option 3** (during business hours).

For information about your employment work rights, Scan this link: **For help regarding legal services, go to: [www.legalaid.qld.gov.au](http://www.legalaid.qld.gov.au)**



### ***I.T. Support***

CHC's IT Department can assist you in matters regarding CHC email accounts, library PCs and connecting to the CHC Wifi. For more support email: [itsupport@chc.edu.au](mailto:itsupport@chc.edu.au) or call **07 3347 7900 - option 1**. You can also find the IT office on campus in the Library+ building.

### ***Library+***

The CHC Library provides access to an extensive collection of print books, eBooks, academic journals and other physical resources such as DVDs, teaching aids, sports equipment, and IT equipment. The Library has dedicated spaces for group or individual study, computers for students to use, and three seminar rooms available for group study bookings. Enquiries and bookings can be made through [circulation@chc.edu.au](mailto:circulation@chc.edu.au) or **07 3347 7908**

### ***Rivers Café***

Located on the grounds of CHC, Rivers Café is a great option for coffee, snacks or lunch as you study on campus. Opening hours may vary during the semester.

### ***Student Common Room***

A dedicated space for students that has a kitchenette with microwave and fridges, and recreational facilities including a pool table and TV. It also has lounges and tables for student meetings, and for taking a break between study or classes.

### ***Marketplace***

Marketplace provides low-cost items such as groceries, clothing, household items and furniture. Hours are **Monday to Friday, 8:00am to 4:00pm**. Visit [www.citipointechurch.com/marketplace](http://www.citipointechurch.com/marketplace) for more information.

### ***Citipointe Church***

Citipointe Church is located on the grounds of CHC. This vibrant church welcomes families, youth and young adults with services on Sundays and Friday nights. If you want to know more about Citipointe Church, go to [citipointechurch.com](http://citipointechurch.com) or call **07 3343 8888**.

**CHC not only supported me,**



***they were there with me.***



# Student Life

CHC provides many opportunities to connect with other students, and to integrate faith, life, and culture into the CHC community. Check your student emails and your Moodle Dashboard for information of upcoming events that you can be a part of!

## Student Representative Council (SRC)

The role of the SRC is to support and enhance the experience of all CHC students, to ensure your time at CHC is enjoyable, safe, and enriching. SRC representatives are current students, who are here to help, listen, voice the concerns of the student body, and build community amongst students. To contact the SRC, email [src@chc.edu.au](mailto:src@chc.edu.au).

## CHC Games

Hosted by the SRC, be ready for a day filled with fun and energetic activities that everyone can get involved in. To join a team, contact [src@chc.edu.au](mailto:src@chc.edu.au)

## CHC Student Ball

The CHC Ball is an annual event which is organised by the SRC and supported by CHC. It is an unforgettable time of fun, food and entertainment held in Semester 2.

## OUR RESPONSE TO SEXUAL ASSAULT AND SEXUAL HARASSMENT:

# IT'S NOT OK

### SAFETY AT CHC IS IMPERATIVE TO OUR ETHOS.

We are active in supporting our students, preventing incidents, and increasing reporting rates. There is no place for sexual harassment or assault, or any form of discrimination at CHC.

If you are feeling unsafe whilst on campus, head towards the **Safe Zone** in the **Library+** building, during opening hours, which may vary each semester. There you will find First Responders who will be able to assist you.



### To report a SASH incident:

Speak to the SASH Officer  
([sash@chc.edu.au](mailto:sash@chc.edu.au))

Speak to a First Responder  
(Staff in the Library+ building, or a member of the SRC)

In an emergency situation  
**Call 000**



# Studying Online

TIPS FOR STUDENTS  
ON HOW TO STUDY  
EFFECTIVELY ONLINE

## *Stay Motivated / Practice self-control*

Online learning is great for self-starters and those who love to study at their own pace. But it can be a challenge since you also need to be more self-motivated and disciplined. Use a daily and weekly planner to schedule your study time, online classes, exams, due dates, breaks and outside commitments so that you can have some routine and structure to your day.

## *Leave your camera on & take notes*

When people can see you, you will feel more obligated to remain focussed.

## *Actively participate*

To gain the most out of your online studies, you should make the effort to actively participate in online discussions, activities and engage with fellow classmates.

## *Create a routine*

When attending physical classes, you have a clear structure to your day, and you are less distracted by other things as you leave them behind. You need to set your online study up similarly. Prepare your study space, prepare meals/snacks for your breaks but have them with you.

## *Avoid Social Media*

Close any social media sites & apps, limit your smartphone usage, or turn off your phone and leave it out of reach.

## *Eliminate Distractions*

From Netflix to social media to dishes piling up in the sink, you'll be faced with many distractions that can easily derail your studies. The best online students know how to lessen these distractions and set aside time to focus.

## *Have a dedicated study space*

Even if you do not have a study or spare room, you can opt for a quiet space away from the TV or noisy areas of the house.

## *Share your schedule*

If you have an online class, ensure that family and friends know when it is and when not to contact/disturb you (unless it is an emergency).

## *Create a study group / support network*

If you find having a study partner/s helps you, you can ask students in your class if they would like to meet up either online or on campus/coffee shop.

## *Get I.T. sorted*

Troubleshoot any technical issues and know who to go to for support.  
[itsupport@chc.edu.au](mailto:itsupport@chc.edu.au)

# Carindale Campus *Map*

## COLLEGE

- A Block: Rooms | A1 | A2 | A3
- B Library+
- C Block: Rooms | C1
- D Block: Rooms | D1 | D2
- E Block: Rooms | E1 | E2 | E3 DOWNSTAIRS

## ON-CAMPUS AMENITIES

- 1 - Counselling & Support Centre
- 2 - Student Common Room
- 3 - Rivers Cafe



# Key Dates for 2025

## Semester 1

Orientation Week	17-21 February
Classes Commence	24 February
Last Day to add units	7 March
Census Date <i>Last day to drop units without financial penalty</i>	19 March
Easter Weekend	19-21 April
Mid-Semester Break	18-25 April
<i>Last Day to drop units without academic penalty</i>	18 April
ANZAC Day Public Holiday	25 April
Labour Day Public Holiday	5 May
Exam Period	2-13 June
Last Day of Semester 1	20 June
Semester 1 Results Released	11 July

## Winter Semester

Winter Semester begins	2 June
Last day to add units	6 June
Census Date <i>Last day to drop units without financial penalty</i>	11 June
Last Day of Winter Semester	11 July
Results Released	6 August

## Semester 2

Semester 2 Orientation Week	14-18 July
Classes Commence	21 July
Last Day to add units	1 August
Brisbane Exhibition Public Holiday	13 August
Census Date <i>Last day to drop units without financial penalty</i>	13 August
<i>Last Day to drop units without academic penalty</i>	12 September
Mid-Semester Break	15-19 September
King's Birthday Public Holiday	6 October
Exam Period	27 October - 7 November
Last Day of Semester 2	21 November
Semester 2 Results Released	8 December

## Semester 3

Semester 3 Begins	24 November
Last day to add units	5 December
Census Date <i>Last day to drop units without financial penalty</i>	17 December
Last Day of Semester 3, 2023	20 February 2024



# Academic Integrity

Academic integrity refers to honesty and trust in all aspects of academic work. This is vital for maintaining academic integrity.

### *Staff and students should:*

Prepare academic work that is substantially written in one's own words, provide citations and develop reference lists that acknowledge the truthful contribution of the work of others, thus respecting knowledge.

### *CHC is committed to:*

Advising and educating staff and students of the need for academic integrity, guiding them towards best practice in studying, researching and learning. All new staff and students are required to complete the Academic Integrity Module

Scan to access the Academic Integrity Module:



For information on academic writing and referencing:



### *Remember:*

It is a student's responsibility to write their assessment. CHC will investigate all cases of inappropriate academic practice.

## Notes

A series of horizontal dotted lines for taking notes.







# Local Services

## Childcare Services

Refer to: [startingblocks.gov.au](http://startingblocks.gov.au)

## Shopping Centres

- **Westfield Carindale**  
1151 Creek Rd, Carindale
- **Westfield Mt Gravatt**  
Cnr of Logan & Kessels Rd,  
Upper Mt Gravatt

## Shopping Villages

- **Metropol Centre**  
(Supermarket, Post Office,  
Pharmacy & Food Outlets)  
742 Creek Rd, Mt Gravatt East
- **Wishart Shopping Village**  
(Doctors, Pharmacy,  
Supermarket & Food Outlets)  
590 Mt Gravatt/Capalaba Rd,  
Wishart

## Hospitals & Medical Centres

- **Princess Alexandra Hospital**  
199 Ipswich Rd, Woolloongabba
- **Mater Adult Public Hospital**  
Raymond Terrace,  
South Brisbane
- **Healthcare Plus Medical Centre**  
Ground Floor,  
Westfield Carindale  
07 3135 9898
- **Mansfield Family Practice**  
14/22 Aminya St, Mansfield  
07 3422 1977

## After-hours Home Doctor Service

- **13 55 66**  
*International students must pay for visits but can seek a rebate through their OSHC insurer.*

## Pharmacies

- **Chemist Warehouse**  
Shop 10/1230 Logan Rd,  
Mt Gravatt  
07 3349 3430
- **Hardings Pharmacy**  
Metropol Centre,  
Mt Gravatt East  
07 3422 2133

## Dental Clinics

- **Newnham Family Dental & Cosmetics**  
2 Reydon St,  
Upper Mt Gravatt  
07 3172 5718
- **Wishart Family Dental**  
Shop 14/590 Mt Gravatt-  
Capalaba Rd, Wishart  
07 3219 1288

## Accommodation Options

*CHC does not provide any accommodation on campus.*

- **Uniresort**  
80 Tyron St,  
Upper Mt Gravatt  
07 3457 5588
- **Genesis 1**  
1848 Logan Rd,  
Upper Mt Gravatt  
07 3137 2300

## Banking

- **Westfield Carindale**  
Branches and ATMs for  
ANZ, Bank of Queensland,  
Commonwealth Bank, Great  
Southern Bank, Heritage Bank,  
NAB, RACQ, St George, Suncorp,  
and Westpac.
- **HSBC**  
Shop 35, Cnr Mains Road and  
McCullough Street, Sunnybank

## Churches

- **Citipointe Church**  
322 Wecker Rd, Carindale
- **Living Church (Presbyterian)**  
1541 Creek Rd, Carina
- **Broadwater Road Uniting**  
481 Broadwater Rd, Mansfield
- **Gateway Baptist Church**  
1052 Mt Gravatt-Capalaba Rd,  
MacKenzie
- **Upper Mt Gravatt Wishart Catholic Parish**  
4 Klumpp Rd,  
Upper Mount Gravatt
- **St Catherine's**  
388 Newnham Rd,  
Upper Mt Gravatt
- **Mount Gravatt Seventh-day Adventist Church**  
341/351 Broadwater Rd,  
Mansfield



**Office Hours:**

Monday - Friday  
8:30am - 5:00pm

(07) 3347 7900  
322 Wecker Road  
CARINDALE QLD 4152

[chc.edu.au](http://chc.edu.au)

**CRICOS PROVIDER 01016F**